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2000 ADMINISTRATION OF THE SOCIAL SERVICES BLOCK GRANT PROGRAM IN
ARKANSAS

The Department of Human Services (DHS) is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed, and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, creed, color, or national origin.

2100 Responsibilities of the Department of Human Services

Social Services Block Grant (SSBG) legislation enables DHS to claim federal funds to provide social services for individuals and families. Although program responsibility is vested with the specific program divisions/offices (see Section 2120, 2130), citizens are involved in the planning process and have an opportunity to respond to the planning decisions during a thirty day public review and comment period each year.

Overall management and administration of the SSBG program rests with the Office of Finance and Administration (OFA) — ~~Fiscal Management within Administrative Services~~ which is responsible for centralized planning, policy development, financial management, financial standards, and overall monitoring and coordination of the administration of the SSBG program on behalf of the Director of DHS. OFA also is charged with monitoring the SSBG program for federal regulatory compliance. ~~Administrative Services consists of three offices reporting administratively to the DHS Director's Office — the Office of Administrative Services (OAS), the Office Fiscal Management (OFM) and the Office Systems and Technology (OST).~~

2110 Responsibilities of the Office of Finance and Administration
~~Administrative Services~~

~~OAS~~ OFA consists of a ~~director's office~~ the DHS Chief Fiscal Officer and the following sections: Contract Support Section (CSS), ~~Personnel, Employee Relations, Human Resources/Support Services, General Operations Section and Managerial Accounting Section.~~ Support Services is responsible for promulgation of policies and procedures for the SSBG program. ~~Any questions on contract operations, financial guidelines or policy regarding contracting in the SSBG program shall be referred to CSS.~~

Director's Office Chief Fiscal Officer

The Chief Fiscal Officer will make an annual allocation of SSBG funds to affected program divisions and agencies and make adjustments throughout the year based upon the fore-casting of long and short-term needs and availability of federal funds.

Contract Support Section

Contract Support Section provides a standard and uniform approach to the financial management requirements for DHS contracts, including those with SSBG funds. Contract Support Section' areas of responsibility include:

2110 Responsibilities of the Office Finance and Administration
(Continued)

- Providing centralized administration, review and quality control of all DHS contracts and grants with an SSBG funding component.
- developing contracts and grants containing SSBG funding;
- providing technical assistance and training to DHS contractors on overall compliance requirements;
- providing standardization, technical assistance, and training to DHS program divisions on procurement issues and technical compliance requirements;
- participating in resolution of resolving billing problems;
- conducting provider site visits to determine overall compliance and conducting service-to-billing audits for contractors receiving over \$5,000.00 in SSBG funds;
- reviewing billings of contractor provided human services prior to the submission of the payment request to the Payable Units for processing through the voucher/warrant system;
- monitoring the funds of contractor based human services delivery system including the provision of a monthly management report tracking expenditures by fund source and by provider;
- accomplishing a reconciliation to the Accounting/ Federal Grants Management system of SSBG year-end expenditures and services provided through contracts and grants monitored by CSS and year-end daycare expenditures;
- preparing the annual federal SSBG post-expenditure report in coordination with Managerial Accounting Section, the Division of Aging and Adult Services, the Department of Health and the Department of Education, and Spinal Cord Commission;
- coordinating SSBG data processing systems development; and

Any questions on contract operations, financial guidelines or policy regarding contracting in the SSBG program shall be referred to CSS.

~~2120 Responsibilities of the Office of Fiscal Management~~

~~OFM consists of a director's office plus the following sections: General Operations Section and Managerial Accounting Section.~~

General Operations Section

The General Operations Section is responsible for:

- the preparation of the proposed and final SSBG Comprehensive Services Program Plan (with the participation of DHS divisions and offices);
- coordination of the development of policies and procedures for the SSBG program;
- the analysis and dissemination of laws and regulations relating to the SSBG program;

2120 Responsibilities of the Office of Fiscal Management
2110 (Continued)

In addition, the General Operations Section coordinates the payment of bills, invoices, etc., for the SSBG program.

Managerial Accounting Section

The ~~OFM OFA~~ Managerial Accounting Section will provide to ~~OAS/~~ CSS reports of expenditures by program codes, ~~including the~~ ~~Division of Children and Family Services direct service~~ ~~contract report~~ with detailed data by client units and service codes.

2130 Responsibilities of Other DHS Divisions and Offices
2120

DHS divisions and offices are annually allocated SSBG funds for program operational functions. Each division and office is responsible for the operation of its own SSBG program, as approved and monitored by OAS including:

- the solicitation of proposals from potential service providers;
- the negotiation and approval of provider contracts;
- the monitoring of contracts already in place;
- the program and budget review of contracts;
- the delivery of direct services;
- the management of allocated funds; and
- the routing of approved performance standards and divisional compliance requirements.

All of the above responsibilities must be accomplished in accordance with policies and procedures established by ~~Administrative Services the Office of Finance and~~ ~~Administration.~~

The functions of each division and office involved in the delivery of services funded through the SSBG program are described below.

- A. Division of Aging and Adult Services: The division is charged with representing older citizens by advocating, planning, and developing programs to meet their specific needs. Priority services include transportation, nutrition, and socialization. The division is also involved with chore services, adult day care, in-home, and preventive care services.
- B. Division of Children and Family Services: The division is responsible for the delivery and coordination of services for children and families, including foster care, protective services and other child welfare services. The division also purchases treatment programs for youth with emotional/behavioral problems. The division has the responsibility to inspect, monitor, investigate and make licensing recommendations to the Child Welfare Agency Review Board. The Board licenses all non-exempt child welfare agencies (residential, foster care and adoption). The Division of Children and Family Services is a member of the Child Welfare League of America.

~~2130~~ 2120 Responsibilities of Other DHS Divisions and Offices
(Continued)

- C. Division of County Operations: The division is responsible for the administration of the Department of Human Services' County Offices. The division provides assistance through Transitional Employment Assistance (TEA), Food Stamps, Commodity Distribution, Community Services (which includes Community Services Block Grants, Homeless, Weatherization and Low-Income Home Energy Assistance) and Emergency Food.
- D. Division of Developmental Disabilities Services: The division is charged with development, funding, and licensing of program services for persons of all ages with a developmental disability. This includes the coordination of a continuum of services ranging from case management to residential placement. Technical assistance and program support functions are made available to all service providers. The Board of Developmental Disabilities Services operates human development centers which offer residential care to persons with developmental disabilities at six locations in the state. ~~Community Support Services provides services to persons through case coordination activities and funding for community services through Title VI-B, Integrated Services, Act 911 and Comprehensive Adolescent Service System Program (CASSP). Funding of community based services is administered by Program Management.~~
- E. Division of Mental Behavioral Health Services: The division is responsible for developing comprehensive mental health programs at the community and state levels, searching for new prevention and treatment programs, and providing leadership in mental health research and training; detoxification services, Drug and Alcohol Safety Educational Programs; planning, establishing, maintaining, coordinating and evaluating projects for the development of more effective prevention, intervention and treatment programs/activities to deal with alcohol and other drug abuse; administers the Governor's Office portion of the Department of Education Drug-Free Schools and Communities; development and implementation of broadly-based programs of alcohol and drug abuse education and prevention, including programs for high-risk youth; drug abuse resistance education and replication of successful drug education programs. The division assists several facilities to provide varying types of mental health services, including the State Hospital at Little Rock (for intensive care), the Arkansas Health Center at Benton (for comprehensive care), and local private non-profit ~~community mental health centers~~ organizations (which provide inpatient and outpatient mental health services and drug and alcohol abuse treatment services.)

~~2130~~ 2120 Responsibilities of Other DHS Divisions and Offices
(Continued)

- F. Division of Services for the Blind: The division provides services which aid blind and visually impaired persons in attaining self-sufficiency and self-support through training, counseling, and other supportive activities. The division operates programs focusing on independent living and vocational counseling. In addition, the division operates the state's blind vending facility program.
- G. Division of Youth Services: The division provides over-all management and administration of juvenile services for adjudicated delinquents and Families in Need of Services (FINS) and certain categories of non-adjudicated youth. The Division is responsible for funding, monitoring and providing technical assistance to the Youth Services facility at Alexander which includes the serious offender program Juvenile Upward Mobility Program (JUMP, for males), to five contracted serious offender programs and to a statewide network of community-based programs. The Division also administers the Juvenile Justice and Delinquency Prevention Act formula grant funds for the development and implementation of juvenile justice education, prevention, diversion, treatment and rehabilitative programs. The Arkansas Coalition on Juvenile Justice, appointed by the Governor, provides policy direction and subgrant approval.
- H. Office of Chief Counsel: The office through its five sections of Legal Operations, County Operations, Fraud/Internal Affairs, Audit and Appeals and Hearings provides legal review and representation, fraud and internal investigations, audit functions and administrative hearings for all of DHS.

2200 **Allocation Process**

Prior to each state fiscal year, the Director of DHS or designee makes an allocation of SSBG funds to each of the DHS divisions and offices listed above and others (such as the Arkansas Spinal Cord Commission, ~~Arkansas Department of Health~~ and Arkansas Department of Workforce Education - Arkansas Rehabilitation Services). Each division and office is responsible for managing these funds and approving contracts and administrative expenditures for programs within its area of expertise.

2300 **Arkansas Comprehensive Services Program Plan (Pre-Expenditure Report Application)**

Federal law authorizing the SSBG requires the state to develop (with public input) and submit to the federal government, a services program plan outlining the manner in which block grant funds will be spent and the categories of persons who will be served. The Arkansas Comprehensive Services Program Plan (CSPP) is such a plan.

2300 **Arkansas Comprehensive Services Program Plan (Pre-Expenditure Report Application)**
(Continued)

The CSPP is based upon the allocations made during the allocation process. Before the beginning of each state fiscal year, the Director of the DHS or designee allocates SSBG funds to each DHS division and office. Each division and office is then responsible for obligating these funds for purchase of service agreements and administrative agreements within its program area(s). Each division and office prepares a plan for estimated expenditures, service activities, eligible categories, and estimated number of clients to be served within its program area, which is integrated by ~~OFM~~ ~~OFA~~ into the overall CSPP and SSBG Program Manual.

The proposed plan is usually issued in March of each year. Then, after publication of notice in a newspaper of general daily circulation and consideration of public comments, a final plan is issued which specifies the services to be provided or purchased by DHS during the new state fiscal year. The plan contains a list of service definitions, goals, estimated expenditures, and estimated number of clients to be served for each service offered.

The plan also explains the structure and organization of DHS, the planning process, and related funding sources. Copies of the proposed plan are made available for public review. The final plan is placed on the DHS internet web site. Copies of the final plan are mailed to contract providers who request copies. Other interested parties may obtain copies by requesting them from ~~OFA~~ ~~OFM~~, General Operations Section. Federal law requires an update to the CSPP whenever substantive changes are made during the program year. Copies of updates are mailed to individuals and organizations who have requested copies of the CSPP.

2400 **The Annual (Post-Expenditure) Report**

In accordance with Section 2006 of Title XX of the Social Security Act, an annual post-expenditure report is required. The report shall be in such form and contain such information as the Department finds necessary to provide an accurate description of SSBG activities, to secure a complete record of the purposes for which funds were spent, and to determine the extent to which funds were spent in a manner consistent with the pre-expenditure report (CSPP). The report must include the services provided in whole or in part with SSBG funds; the number of children and the number of adults receiving each service; the criteria applied in determining eligibility for each service, including fees, if any; and the method by which each service was provided. ~~OFA~~ ~~OAS~~ Contract Support Section is responsible for preparing the report in coordination with ~~OFA~~ ~~OAS~~ Managerial Accounting Section.

2500

Departmental Policy Issuances and Interpretation

DHS issues several manuals and other policy issuances to guide providers and staff of DHS divisions and offices in the implementation of the SSBG program.

Policy issuances may be based upon federal law or state program decisions. Formal issuance makes regulations and program materials accessible to all DHS divisions and offices and providers.

All policy is issued under the authority of DHS. Policy and procedures specified in Departmental manuals may not be changed, modified, or waived by any individual or agency except through a superseding policy issuance or a written waiver.

The following is a listing and brief explanation of policy issuances in addition to the SSBG Program Manual and CSPP:

- The Contract Manual contains policy and procedures, forms, and instructions for the administration of purchased services through DHS.
- The Financial Guidelines for Purchased Services (Guidelines) provides the rules and regulations governing the financial control of funds administered for the purchase of services within DHS. It includes financial standards for the operation of programs and policy and procedures for fiscal accountability. The Guidelines is the official authority (along with the applicable OMB circulars referenced in the Guidelines) on allowable costs, required fiscal reporting and record keeping, audit, and other fiscal requirements. It should be noted, however, that the Guidelines contain more regulations than just those of the SSBG the application of all federal and state funds utilized to purchase human services through DHS.

The Office of Finance and Administration ~~Administrative Services, OFM~~, has responsibility for the issuance, interpretation and distribution of policies and procedures for the SSBG program. Any questions on client eligibility, overall financial guidelines, or other matters of general program policy or procedures shall be referred to the Chief Fiscal Officer (CFO) for interpretation, explanation, and, if necessary, development of revised or additional policies and procedures. Except in an emergency, all such inquiries must be submitted in writing to the CFO. The reply will be made in writing or, if made orally, will be confirmed in writing. Inquiries should be mailed to:

Arkansas Department of Human Services
~~Administrative Services~~
Office of Finance and Administration
Donaghey Plaza West, Slot W401
P.O. Box 1437
Little Rock, Arkansas 72203-1437

Waiver Process

A formal written request for a waiver of policy contained in the Social Services Block Grant Program Manual must be submitted to the CFO or designee for approval. The request must be submitted or approved by the appropriate program agency director and state the specific section of policy for which the waiver is requested and complete justification for the waiver.

4210 Definitions Regarding Eligibility
(Continued)

- B. Family - A family eligibility unit is one or more adults and children, if any, related by blood or law, and residing in the same household when at least one of the adults is legally responsible for the child's care. If a child is placed in day care to enable the employment, training or education of a relative who has physical custody, the child will be considered a part of the relative's eligibility unit even though the relative may not be legally responsible for the child's care. By Arkansas law, only a natural, adoptive, or court determined (such as an illegitimacy case) parent is legally responsible for his/her children. Spouses are legally responsible for each other and shall be considered as a part of the same eligibility unit unless they reside in separate households (e.g., one spouse in a supervised living facility). In a stepparent situation (husband, wife, children of one parent but not the other, and possibly children of the current marriage), the entire group is considered one eligibility/fee assessment unit since each child is living with an adult legally responsible for his/her care.
- C. Single Adult - Where adults other than spouses reside together, each shall be considered a separate eligibility/fee assessment unit. An adult is an individual 18 years of age or older. Individuals 18-21 years of age may be considered a family member (as approved on a case by case basis by the ~~Administrative Services~~ ^{DHS} Chief Fiscal Officer or designee for the purpose of determining income eligibility on behalf of the family. This applies only to individuals if they continue to receive the majority of their support from the family due to training, education (completion of high school activities) or unemployment. For additional information, please see Section 4500, Retroactive Eligibility Authorized by the Chief Fiscal Officer of DHS or designee.
- D. Emancipated Minor - An emancipated minor (see Section 4112) or a child living in a residential facility or foster home or with an individual not legally responsible for his/her support is considered a one-person eligibility unit. A child living in a residential facility may make regular weekend visits home (when authorized by the facility as a part of the treatment plan) and still be considered a resident of the facility and, therefore, a one-person eligibility and fee assessment unit.
- E. Income - Income is any monetary remuneration received on a regular basis, including a TEA payment. Only income currently available on a regular basis shall be

5000 SOCIAL SERVICES BLOCK GRANT (SSBG) FINANCIAL GUIDELINES

The following financial guidelines are in addition to those published in the Financial Guidelines for Purchased Services and, taken together, provide the rules and regulations governing the methodology of financial control of SSBG funds administered by the Department of Human Services (DHS), ~~Administrative Services Office of Finance and Administration.~~

5100 Matching Funds

5110 Match Rates for the SSBG

Agreements for SSBG purchase of services in the State of Arkansas are normally required to be matched from state and/or local funds at a rate of 25 percent of the total contracted amount, unless otherwise specified in the official allocation.

The standard matching requirement may be increased or decreased for particular services if requested by the DHS division/office responsible for the service and approved by the Chief Fiscal Officer of DHS.

See Section 3500 of the Financial Guidelines for Purchased Services for regulations regarding matching funds.

5120 Funds and Expenditures Not Allowable for Matching

In addition to the items listed in Section 3500 of the Financial Guidelines for Purchased Services, the following cannot be used to satisfy the matching requirement for SSBG funds:

- A. Donation of goods or services by a private agency or individual;
- B. Donation of property by a private agency or individual (note that donation of property by a public agency is allowed under Section 5130 below);
- C. Fees from SSBG clients except when authorized by DHS;
- D. Funds received from SSBG reimbursement; and
- E. Funds received from any other state or federal funds, except when the state or federal legislation authorizing the funds specifically allows them to be used as the local matching share for other federal programs.

It should also be noted that SSBG funds are not allowed to be used as matching funds for other state or federal funds except as allowed by specific state or federal statute.

5520 Inclement Weather Billing Policy
(Continued)

Billing for inclement weather is not allowable for Division of Developmental Disabilities Services.

When fees are charged, the policy provides for full unit rate reimbursement for those units billed on inclement weather days. This will avoid charging fees to a client for days when the center is closed.

Billing may be submitted for a maximum of five (5) days in a calendar month, for up to fifteen (15) days in a calendar year. The policy may only be applied when public schools in the provider's area of service have been forced to close because of inclement weather. (This should not be taken to mean that a provider must close when local schools close.)

If the provider's service area covers more than one public school district and not all of those districts close because of inclement weather, the provider will still have the option of closing the center; however, if clients are able to travel to and from the center, the provider is expected to open the center.

Before closing, every effort should be made to discuss the situation with the contract officer to determine alternatives to closing.

5521 Policy for Additional Inclement Weather Billing in Special Cases

In certain cases, it may be necessary for a provider to close because of inclement weather even when local public schools remain open, or the provider may be forced to exceed the limitation on days stated in the above inclement weather policy. In these situations, the provider must request and receive special authorization to bill for additional inclement weather days from the Chief Fiscal Officer or designee.

5600 Billing Instructions to SSBG Providers

5610 Form DHS-0145, Client and Service Data Sheet

Form DHS-0145, Client and Service Data Sheet, is completed at the end of each billing period by the provider. The first page of this form summarizes:

- A. The units of service provided;
- B. The number of clients served by each type of service; and
 - C. The rate by service code that is allowed under the contract.

5630 Procedures for Inclement Weather Billing
(Continued)

- (1) On page one of the DHS-0145, clearly state the dates the facility was closed due to inclement weather and indicate that the local schools were closed those dates;
- (2) Show separately the number of units of each service code billed under the inclement weather policy on the DHS-0145 (Page one summary and on subsequent pages by client) with a "W" in the Fee column;
- (3) Since no fees are charged the client for inclement weather units, enter the fees actually charged the clients on the DHS-0145; and
- (4) Ensure that the units of services billed are based on the daily average number of clients/units normally charged to SSBG.

B. When Local Schools Are Open

When local schools are open and the provider determines that due to the weather conditions, closure of the facility is required or the number of days (5 days per calendar month not to exceed 15 days per calendar year) have been exceeded, the following procedure is followed:

- (1) Complete steps (1) - (4) above; and
- (2) Attach a written request for approval of the inclement weather billing to the billing being submitted. Include the dates the facility was closed, a statement as to whether the local schools were open or closed, and a statement justifying the closure. This request should be addressed to the Chief ~~Administrative~~ Fiscal Officer or designee.

5640 Actual Cost Billing and Payment Process

In addition to the DHS-0145 described above, a provider billing under actual cost reimbursement must submit a letter bill indicating what allowable expenditures were made during the month and the number of service units provided for each service. The total allowable expenditure for each service is divided by the number of units of that service to determine the unit rate. The unit rate is then multiplied by the number of units to compute the amount of reimbursement due the provider for that month. The provider will sign and date the letter and submit it to the division/office with which the contractor/grantee has a legal agreement unless the contractor/grantee is given other instructions. The billing and payment process is the same as described in Section 5610. For example, if a contractor provided 482 units of service in

SERVICE DELIVERY AREAS

For purposes of ~~Social Services Block Grant~~ planning and service delivery, Arkansas is divided into five Service Delivery Areas. Each Service Delivery Area (SDA) is comprised of a number of counties. ~~Area boundaries correspond to planning boundaries utilized by divisions and offices within the Department of Human Services with the exception of the Division of Aging and Adult Services and Division of Children and Family Services which base service delivery on different groupings of counties rather than on the SDA. However, the divisions do utilize the Service Delivery Areas for purposes of Social Services Block Grant planning. For more information on the different groupings, the appropriate division should be contacted at the following address:~~

~~Division of Aging and Adult Services,
P.O. Box 1437 Slot S530,
Little Rock, Arkansas 72203
Phone (501) 682-8150~~

~~Division of Children and Family Services
P.O. Box 1437 Slot S560
Little Rock, Arkansas 72203
Phone (501) 682-2441~~

The Service Delivery Areas, counties included in each area and the locations of the Department of Human Services county offices are listed of the following page. The map following reflects the Service Delivery Areas and counties.

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DAY CARE FOR ADULTS
SERVICE CODE 05

05.C UNITS OF SERVICE

20. Day Care: Client's participation in all or part of
program activities. ~~Unit for reporting is one (1) hour~~
~~of service.~~

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SPECIAL SERVICES FOR THE DISABLED
SERVICE CODE 23

23.B ARKANSAS DEPARTMENT OF HEALTH DIVISION OF BEHAVIORAL HEALTH SERVICES

Eligibility Categories

TEA Recipients
SSI Recipients
Income Eligibles

Goals

1. Self-Support
2. Self-Sufficiency
3. Prevention of Neglect,
Abuse, or Exploitation
4. Prevention of Unnecessary
Institutionalization

Geographic Availability

Available statewide.

Allowable Components (Purchase)

Assessment
Counseling, Group

Counseling, Individual
and Family
Supportive Activities

SPECIAL SERVICES FOR THE DISABLED
SERVICE CODE 23

23.C UNITS OF SERVICE

00. Intake and Assessment for Substance Abuse: A one-time charge per client per admission. Admission is designed as a unit of Residential, a unit of Partial Day, or a unit of Outpatient services. The client cannot be admitted and discharged on the same day. Intake and Assessment for Substance Abuse must include the administration of an interview to provide information on the client, the client's alcohol/drug use history, employment history, family background and prior treatment episodes. The administration of the Addiction Severity Index (ASI) must be included. Other items may include physical exam, drug testing and other screening or assessment tools for substance abuse and mental health.
10. Guidance and Job Placement: Process which aids individuals in developing work skills, habits, and attitudes and which assists in job placement. The service includes vocational and occupational guidance, and screening, selecting, and referring job seekers to job openings.
20. Special Services for the Disabled: Individualized and specialized services provided for eligible disabled or handicapped persons. Unit will vary with purchased service agreement.
30. Casework: Treatment method composed of intake, psycho-social diagnosis or assessment, treatment planning, and therapy which enables intrapersonal, interpersonal, and environmental change to enhance an individual's social functioning. In the course of treatment, these activities may include counseling with the client, family, or a group regarding appropriate behavior or resources, facilitating receipt of services, supporting the client psychologically, and acting as an advocate on the client's behalf. Each 15 minute period spent with or on behalf of the client constitutes one (1) unit of service.
40. Diagnosis and Evaluation: ~~Unit includes a psychological, medical, and social diagnosis and evaluation. One diagnosis and evaluation constitutes one unit.~~ A physiological, medical or developmental testing to determine a person's eligibility for services. The evaluation includes procedures to determine continued eligibility and programming needs. A diagnosis and evaluation is one unit and must be a minimum of one hour.

SPECIAL SERVICES FOR THE DISABLED
SERVICE CODE 23

23.C UNITS OF SERVICE
(Continued)

50. Outpatient Services: May include intake, social diagnosis, and evaluation; group and individual counseling; day treatment; antabuse purchase and administration; and medical, social, and other service referral. Unit may vary with the contract.
60. Extended Services: A system of goal-directed training provided over an extended period of time for clients who appear employable and are in need of continued adjustment services. Individualized plans utilize social casework and adjustment services which are goal-directed and which maximize the individual's, vocational, educational, personal and social functioning. As training, Extended Services should be provided to individuals covered by the Workcenter Evaluation and Training Certificate in accordance with the Fair Labor Standards Act. Each day of service constitutes one unit. A minimum of 5 hours of service must be provided in order to bill one unit - full day. Three to 5 hours constitutes one unit - partial day. The number of hours of Extended Services excludes transportation time. (SSBG recipients of Extended Services must have an open Division of Rehabilitation Services case and the service must have been authorized by one of the Division's counselors.)
70. Medical Support Services: Activities may include antabuse purchase and administration; emergency attention by a medical professional; initial psychiatric and/or medical examinations and required follow-up visits; and psychological or drug testing and/or medication maintenance as necessary for successful completion of the treatment plan and which are not available through Title XVIII or XIX. Unit may vary with the contract. Drug testing unit of service is one test for one drug. A maximum of three tests are reimbursable.
- * 80. Work Activity: A program which provides services and uses work training as a method of providing training skills to adults (age twenty-one years or older, or graduated from public school) who have been diagnosed as having a developmental disability. Center must possess a Wage and Hour Certificate. Service is provided in units of one hour (less than a full hour cannot be utilized) with a maximum of five hours total time accumulated daily.

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SUBSTITUTE CARE FOR CHILDREN
SERVICE CODE 24

24.B DIVISION OF CHILDREN AND FAMILY SERVICES

Eligibility Categories

TEA Recipients
SSI Recipients
Income Eligibles

Goals

1. Self-Support
2. Self-Sufficiency
3. Prevention of Neglect,
Abuse, or Exploitation
4. Prevention of Unnecessary
Institutionalization
5. Appropriate Institution-
alization

Geographic Availability

~~Direct and purchase~~ Services are available statewide.
Purchased services are delivered in Service Areas III and V.

Allowable Components (Purchase)

Emergency Shelter for Children: Emergency shelter available on a twenty-four hour basis for up to forty-five days in a six-month period for children who have left or have been removed from their homes and are in need of such immediate shelter and supervision services.

Case Plan Development
Counseling, Group
Counseling, Individual
and Family
Follow-up
Instruction
Intervention
Intervention, Crisis
Legal Activities
Medical Care
Outreach
Personal Supplies

Placement
Prescription, Purchase, and
Administration of Drugs
Recreational Supplies
Room and Board
Social Interaction
Supportive Activities
Therapy Group
Therapy, Individual
(Non-Medical)
Transportation

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SUPERVISED LIVING SERVICES
SERVICE CODE 25

25.B ARKANSAS DEPARTMENT OF HEALTH.....DIVISION OF BEHAVIORAL HEALTH
SERVICES.....

Eligibility Categories

TEA Recipients
SSI Recipients
Income Eligibles

Goals

1. Self-Support
2. Self-Sufficiency
3. Prevention of Neglect,
Abuse, or Exploitation
4. Prevention of Unnecessary
Institutionalization

Geographic Availability

Available statewide.

Allowable Components (Purchase)

Assessment

Residential Treatment

Special Notes

Any facility which serves clients under the age of eighteen must comply with the Child Care Facility Licensing Act.

While the Supervised Living Facility provides basic treatment in a residential setting, other CSPP services may be purchased separately for individuals, as needed, if not already included in the Supervised Living Services.

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MENTAL HEALTH SERVICES
SERVICE CODE 29

29.B DIVISION OF BEHAVIORAL ~~MENTAL~~ HEALTH SERVICES

Eligibility Categories

Goals

| | |
|------------------|--|
| TEA Recipients | 1. Self-Support |
| SSI Recipients | 2. Self-Sufficiency |
| Income Eligibles | 3. Prevention of Neglect, Abuse, or Exploitation |
| | 4. Prevention of Unnecessary Institutionalization |
| | 5. Appropriate Institutionalization |

Geographic Availability

Available statewide.

Allowable Components (Purchase)

| | |
|--|--------------------------------------|
| Case Plan Development | Speech Evaluation |
| Counseling, Group | Supportive Activities |
| Counseling, Individual and Family | Testing, Psychological |
| Day Treatment | Therapy, Group |
| Diagnosis | Therapy, Individual (Medical) |
| Diagnosis and Evaluation (Medical) | Therapy, Individual (Non-Medical) |
| Follow-Up | Therapy, Speech (Non- Medical) |
| Meal, Group | Transportation |
| Prescription, Purchase, and Administration of Drugs | |
| Residential Treatment | |

ARKANSAS DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BLOCK GRANT PROGRAM MANUAL

Appendix C
09-01-01

MENTAL HEALTH SERVICES, ADDITIONAL UNITS
SERVICE CODE 43

43.B DIVISION OF BEHAVIORAL MENTAL HEALTH SERVICES

| <u>Eligibility Categories</u> | <u>Goals</u> |
|-------------------------------|--|
| TEA Recipients | 1. Self-Support |
| SSI Recipients | 2. Self-Sufficiency |
| Income Eligibles | 3. Prevention of Neglect, Abuse, or Exploitation |
| | 4. Prevention of Unnecessary Institutionalization |
| | 5. Appropriate Institution- alization |

Geographic Availability

Available statewide.

Allowable Components (Purchase)

| | |
|--|--------------------------------------|
| Case Plan Development | Residential Treatment |
| Counseling, Group | Speech Evaluation |
| Counseling, Individual and Family | Supportive Activities |
| Day Treatment | Testing, Psychological |
| Diagnosis | Therapy, Group |
| Diagnosis and Evaluation (Medical) | Therapy, Individual (Medical) |
| Follow-Up | Therapy, Individual (Non-Medical) |
| Meal, Group | Therapy, Speech (Non- Medical) |
| Prescription, Purchase, and Administration of Drugs | Transportation |

DEVELOPMENTALLY DISABLED SERVICES
SERVICE CODE 46

46.C UNITS OF SERVICE

10. Alternative Community Services: Services necessary to maintain a person with developmental disabilities in the community. Services must be based on an individual service plan which is developed by an independent case manager or monitored by an independent or targeted case manager.
13. Consultation: Those professional services which assist parents/persons or providers in carrying out the individual service plan. Consultation services are provided by professionals in psychology, speech therapy, occupational therapy, physical therapy, behavioral intervention and nursing care. Only those therapy services which are consultative (indirect) in nature, are allowed under consultation. A unit is one hour.
20. Adult Development: Provides services to adults (age 21 years or older, or graduated from public school) who have been diagnosed as developmentally disabled. The habilitation services are provided in a classroom setting and cannot include vocational training or work experiences, but may include prevocational activities. Service is provided in units of one hour (less than a full hour cannot be utilized), with a maximum of five hours daily.
50. Therapy: Speech or occupational therapy services, as defined by applicable state and federal rules and regulations, which are included as an essential part of the care plan of persons accepted for Developmental Disabilities Services. A billable service is as shown below:
 51. Speech, Individual - One unit equals ~~twenty fifteen~~ minutes
 52. Speech, Group - One unit equals ~~twenty fifteen~~ minutes ~~for two persons or thirty minutes for three to six persons (Maximum of four persons).~~
 53. Occupational, Individual - One unit equals fifteen minutes
 54. Occupational, Group - One unit equals ~~twenty~~ minutes ~~for two persons or thirty minutes for three to six persons fifteen minutes (Maximum of four persons).~~
 55. Physical, Individual - One unit equals ~~twenty~~ fifteen minutes
 57. Speech, Evaluation - One unit equals thirty minutes
 58. Occupational, Evaluation, Muscle Testing - One unit equals one hour
 59. Occupational, Evaluation, Cognitive Testing - One unit equals thirty minutes

DEVELOPMENTALLY DISABLED SERVICES
SERVICE CODE 46

46.C UNITS OF SERVICE

70. Family/Individual Support: A program to provide support to individuals with a developmental disability who require support in more than one major life activity in order to participate in an integrated community setting and to enjoy a quality of life that is available to persons without a developmental disability. Support may be provided for life activities such as mobility, communication, self-care and learning as necessary for independent living, employment and self sufficiency. A billable service in one unit a month.
80. Vocational Maintenance: Those direct, personal, on-the-job services necessary to retain an individual on the job after successful completion of a vocational support employment program. This service includes long term support for supported employment in which appropriate ongoing services must be provided to a person who is severely disabled in order for the individual to work productively. Services may include providing information relating to on-the-job problems, job related training, performing situation analysis, providing on-the-job guidance, consultation and technical assistance and other such services. Service is delivered in fifteen (15) minute units.
90. Personal Care: Tasks pertaining to a person's functional abilities which enable the person to live in the community. Basic personal care service includes such things as bathing, grooming, helping person to/from bathroom, assistance with medications which are self administered, assistance with food, performance of incidental household chores, etc. ~~A billable service is a one hour (60 minutes) unit.....One unit is fifteen minutes.~~
00. Physical Therapy: Services as defined by applicable state and federal rules and regulations, which are included as an essential part of the care plan for persons accepted for Developmental Disabilities Services. A billable service is as shown below:
01. Evaluation - One unit equals ~~one hour thirty minutes..~~

DEVELOPMENTALLY DISABLED SERVICES - ADDITIONAL UNITS
SERVICE CODE 53

53.C UNITS OF SERVICE

10. Therapy: Speech or occupational therapy services, as defined by applicable state and federal rules and regulations, which are included as an essential part of the care plan of persons accepted for Developmental Disabilities Services. A billable unit is shown below:
 11. Speech Assistant, Individual - One unit equals ~~twenty fifteen~~ minutes
 12. Speech Assistant, Group - One unit equals ~~twenty fifteen minutes for two persons or thirty minutes for three to six persons. (Maximum of four persons).~~

Instructions for the DHS-0145

CLIENT AND SERVICE DATA SHEET FOR SOCIAL SERVICES BLOCK GRANT FUNDING

Client SSN: Enter the client's Social Security Number.

Client DOB: Enter the client's date of birth (month, date, year).

Nat'l Goal: Enter the national SSBG goal to which services are addressed. See SSBG Program Manual.

Service Code: Enter the four-digit service code(s) for services provided to this client during this billing period for which billing is being submitted. Each four digit code will be entered on a separate line, and may be entered only once per client. **Note:** if more there is more than one service code for a client, the "Client Name", "Client SSN", "Client DOB", and "Nat'l Goal" need only be entered on the first line for that client.

of Units: Enter the number of units of service provided to each client for each service code indicated.

Fees: Enter the amount of fees charged the client, if applicable.

Unit Rate: Enter the unit rate for each service code indicated for each client.

Total: Enter the total amount billed for each client for each service. This is the total number of units, for each client for each service, multiplied by the unit rate for that service.

Page (blank) of (blank): Enter the page numbers in the spaces provided.

Routing

The DHS-0145 will be completed by the provider and a copy made for the retention by the provider. Unless otherwise indicated in the terms of the contract or grant, the original DHS-0145 should be forwarded to:

Office of ~~Administrative Services~~ Finance and Administration
Contract Support Section
P.O. Box 1437, Slot 3350, W205
Little Rock, AR 72203-1437

ARKANSAS DEPARTMENT OF HUMAN SERVICES

NOTICE OF ACTION
TO APPLICANTS FOR AND RECIPIENTS OF SSBG SERVICES

TO (Applicant):

Name: _____

Address _____

Telephone: (Home) _____
(Work) _____

FROM:

Name: _____

Address: _____

Telephone: _____

ACTION TAKEN:

ONLY THOSE ITEMS INDICATED PERTAIN TO YOU

This is to notify you that effective: _____

(month/day/year)

1. _____ You are eligible too receive the following services and will be charged the corresponding fee per unit:

| Service | Fee | Service | Fee |
|---------|-----|---------|-----|
| | | | |
| | | | |
| | | | |

2. _____ Your application for services has been/will be denied.

3. _____ The following services have been terminated.

Reason(s) for above:

Provider

Date

If you are not satisfied with the action we plan to take or you feel that you have been discriminated against, you have the right to discuss your case with a member of the provider staff. You may also request a hearing by Department of Human Services staff by filing a written request with the Chief Fiscal Officer of DHS, P.O. Box 1437, Slot W401 3440, Little Rock, Arkansas 72203-1437. Services are provided in compliance with Title VI and Title VII of the Civil Rights Act and Section 504 of the Rehabilitation Act.

DHS-160 (R.2/01) Alternate formats (large print, audio tape, etc.) of this form will be provided upon request.

CATALOG OF FEDERAL
DOMESTIC ASSISTANCE

The following is the description of the Social Services Block Grant as found in the Catalog of Federal Domestic Assistance. The catalog (CFDA) is published by the Office of Management and Budget (OMB) and the General Services Administration (GSA) and is made available through the Government Printing Office (GPO).

93.667 SOCIAL SERVICES BLOCK GRANT

(Social Services)

FEDERAL AGENCY: ADMINISTRATION FOR CHILDREN AND FAMILIES, DEPARTMENT OF HEALTH AND HUMAN SERVICES

AUTHORIZATION: Social Security Act, Title XX, as amended; Omnibus Budget Reconciliation Act of 1981, as amended, Public Law 97-35; Jobs Training Bill, Public Law 98-8; Public Law 98-473; Medicaid and Medicare Patient and Program Act of 1987; Omnibus Budget Reconciliation Act of 1987, Public Law 100-203; Family Support Act of 1988, Public Law 100-485; Omnibus Reconciliation Act of 1993 Public Law 103-66; 42 U.S.C. 1397 et seq.

OBJECTIVES: To enable each State to furnish social services best suited to the needs of the individuals residing in the State. Federal block grant funds may be used to provide services directed toward one of the following five goals specified in the law: (1) to prevent, reduce, or eliminate dependency; (2) to achieve or maintain self-sufficiency; (3) to prevent neglect, abuse, or exploitation of children and adults; (4) to prevent or reduce inappropriate institutional care; and (5) to secure admission or referral for institutional care when other forms of care are not appropriate. In addition, special funding was provided to some states in fiscal year 1995 and 1996 for supplemental SSBG grants in support ~~comprehensive~~ of comprehensive community revitalization projects in 104 federally designated Empowerment Zones (EZs) and Enterprise Communities (ECs). The supplemental funding is called "EZ/EC SSBG." The States, through the designated localities, may use the EZ/EC SSBG funds for activities included in each locality's strategic plan for comprehensive revitalization and directed toward goals 1, 2 or 3 listed above. These funds will remain available until December 21, 2004. Information about this component of the SSBG is included below as appropriate.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Federal funds may be used by States for the proper and efficient operation of social service programs. Except for items (1) and (4) below, for which a waiver from the Secretary may be requested, Federal funds cannot be used for the following: (1) the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility; (2) the provision of cash payments for costs of subsistence or the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate

USES AND USE RESTRICTIONS: (Continued)

part of a social service, or temporary shelter provided as a protective service); (3) the payment of wages to any individual as a social service (other than payment of wages to welfare recipients employed in the provision of child day care services); (4) the provision of medical care (other than family planning services, rehabilitation services or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used; (5) social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution; (6) the provision of any educational service which the State makes generally available to its residents without cost and without regard to their income; (7) any child day care service unless such service meets applicable standards of State and local law; (8) the provision of cash payments as a service; or (9) for payment for any item or service (other than an emergency item or service furnished by an individual or entity during the period when such individual or entity is excluded pursuant to Section 1128 or Section 1128(A) of the Social Security Act from participation in this program; or at the medical direction or on the prescription of a physician during the period when the physician is excluded based on Section 1128 or 1128(A) from participation in the program and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person). A State may transfer up to 10 percent of its allotment for any fiscal year to the preventive health and health services, alcohol and drug abuse, mental health services, maternal and child health services, and low-income home energy assistance block grants. (EZ/EC SSBG: States must allow the designated EZs and ECs to use the funds for projects included in their strategic plans. To the extent that a designated locality uses the funds for a project in support of a "Program Option" described in Section 2007 of the Social Security Act, the above listed prohibitions do not apply.)

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, and American Samoa. ~~(EZ/EC SSBG funds to States that include areas designated in FY 1995 as federal EZs and ECs.~~

Beneficiary Eligibility: Under Title XX, each eligible jurisdiction determines the services that will be provided and the individuals that will be eligible to receive services. ~~EZ/EC SSBG: The designated localities, in partnership with their States, developed strategic plans for comprehensive revitalization. Those plans guide the use of EZ/EC SSBG funds.)~~

Credentials/Documentation: Prior to expenditure of funds, the State must report on the intended use of the payments the State is to receive, including information on the types of activities to be supported and the categories or characteristics of individuals to be served. ~~(EZ/EC SSBG: The designated localities in partnership~~

Credentials/Documentation: (Continued)

~~with their States, developed strategic plans for comprehensive revitalization. These plans guide the use of EZ/EC SSBG funds.)~~

APPLICATION AND AWARD PROCESS:

Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372.

Application Procedure: Submission of a pre-expenditure report application is required. ~~(EZ/EC SSBG: None. There are no new funds available at this time.)~~

Award Procedure: States are awarded funds quarterly. ~~(EZ/EC SSBG: The federal government designated the EZs and ECs in fiscal year 1995. DHHS allocated the special EZ/EC SSBG funds in fiscal year 1995 and fiscal year 1996 in accordance with those designations. There are no new funds available at this time.)~~

Deadlines: None

Range of Approval/Disapproval Time: Not applicable.

Appeals: See 45 CFR, Part 16, Procedures of the Departmental Appeals Board.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Section 2003 of Title XX of the Social Security Act specifies how the allotments for each State and jurisdiction will be determined. Each State is entitled to payments in an amount equal to its allotment for that fiscal year. There is no matching requirement. Allotments for Title XX are subject to a limitation of \$2,800,000,000 (estimate). The allotment for the jurisdictions of Puerto Rico, Guam, the Virgin Islands, and the Northern Mariana Islands shall be an amount which bears the same ratio to the amount authorized for Title XX as the fiscal year 1981 allocation bore to \$2,900,000,000. The allotment for American Samoa shall be an amount which bears the same ratio to the amount allotted to the Northern Mariana Islands for that fiscal year as the population of American Samoa bears to the population of the Northern Mariana Islands. Each State's and the District of Columbia's allotment are proportional to its portion of the national population of the amount authorized for Title XX minus the amount authorized to the other jurisdictions. The statistical factors used for fund allocation are the State population and total U.S. population (ratio of population of all States and the District of Columbia to total population); source, "Current Population Reports," P-25, Bureau of the Census. ~~(EZ/EC SSBG: Section 2007 of Title XX of the Social Security Act specifies the formula DHHS used to allocate the special EZ/EC SSBG funds to States for projects and programs in the EZs and ECs.)~~

Length and Time Phasing of Assistance: Grants are awarded quarterly on a fiscal year basis. The Electronic Transfer System will be used based on quarterly grant awards for monthly cash draws from Federal Reserve Banks. ~~(EZ/ECSSBG: DHHS awarded the EZ/EC~~

Length and Time Phasing of Assistance: (Continued)

~~SSBG funds to States in FY 1995 and FY 1996.) The States were required to obligate or otherwise make the funds available to the designated EZ or EC localities or local "lead entities" within two years of the date DHHS awarded the to the States. The funds will remain available for projects and programs in the designated localities until December 21, 2004.)~~

POST ASSISTANCE REQUIREMENTS:

Reports: An annual report is required. The report shall be in such form and contain such information as the State finds necessary to provide an accurate description of such activities, to secure a complete record of the purposes for which funds were spent, and to determine the extent to which funds were spent in a manner consistent with the pre-expenditure reports required under Section 2004 of the Act. The report must include the services provided in whole or in part with block grant funds; the number of children and the number of adults receiving each service; expenditure data for both children and adults for each service; the criteria applied in determining eligibility for each service, including fees; and the method(s) by which each service was provided. States must provide DHHS with an annual report (Standard Form 269). For EZ/EC SSBG, States are also required to provide a final report at the end of the grant period. The grant period ends for EZ/EC SSBG on December 21, 2004.

Audits: Audits are conducted in accordance with the regulations in 45 CFR, Parts 74 and 92.

Records: States are required to maintain records documenting the purposes for which expenditures were made.

FINANCIAL INFORMATION:

Account Identification: 75-1534-0-1-506.

Obligations: (Grants) ~~FY 00 \$1,775,000,000; FY 01 \$1,725,000,000; and FY 02 est. \$1,700,000,000 and FY 03 est. \$1,700,000,000..~~

Range and Average of Financial Assistance: The range is from \$56,330 to ~~\$207,310,764~~ 207,311,000,; \$30,263,000 ~~(EZ/EC SSBG: Specific States received the following amounts of EZ/EC SSBG funds in fiscal year 1995 and 1996): States containing one or more urban EZ received \$100,000,000 for each. States containing one or more rural EZ received \$40,000,000 for each. States containing one or more urban or rural EC received \$2,947,368 for each. Where an individual EZ or EC includes areas in more than one State, each of those States received an amount in proportion to its percentage of residents in that EZ or EC.)~~

PROGRAM ACCOMPLISHMENTS: Fifty-seven grants were awarded in fiscal year ~~2000~~ 2001. It is estimated that 57 grants will be awarded in fiscal year ~~2001~~ 2002 ~~and 57 in fiscal year 2002.~~

REGULATIONS, GUIDELINES, AND LITERATURE: 45 CFR 96. (~~EZ/EC SSBG: The following ten specific subsections of 45 CFR 96 apply: subsections .11, .12, .15, .30, .31, .32, .33, .50, .51, and .52. Also, 7 CFR Part 25 for rural EZs and ECs, and 24 CFR Part 597 for urban EZs and ECs.~~

INFORMATION CONTACTS:

Regional or Local Office: Local Office: Not Applicable. Regional Office: Office of Community Services Regional Liaisons in the Office of the Regional Administrator.) See Appendix IV of the Catalog for Regional Offices.)

Headquarters Office: Director, Office of Community Services, Division of State Assistance, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-2333. Contact Margaret Washnitzer or email mwashnitzer@acf.dhhs.gov. ~~FTS is not available.~~

Web Site Address: <http://www.acf.dhhs.gov/programs/ocs/ssbg>.

RELATED PROGRAMS: 93.560, Family Support Payments to States - Assistance Payments; 93.600, Head Start; 93.630, Developmental Disabilities Basic Support and Advocacy Grants; 93.044, Special Programs for the Aging-Title III, Part B-Grants for Supportive Services and Senior Centers; 93.045, Special Programs for the Aging - Title III, Part C-Nutrition Services; 93.645, Child Welfare Services-State Grants; 93-647, Social Services Research and Demonstration; 93.658, Foster Care-Title IV-E; 93.669, Child Abuse and Neglect State Grants; 93.671, Family Violence Prevention and Services/Grants for Battered Women's Shelters - Grants to States and Indian Tribes.

EXAMPLE OF FUNDED PROJECTS: States and other eligible jurisdictions determine their own social services programs. Examples of funded services include child day care, protective and emergency services for children and adults, homemaker and chore services, information and referral, adoption, foster care, counseling, and transportation.

CRITERIA FOR SELECTING PROPOSALS: All States, the District of Columbia, and the five(5) other jurisdictions will receive their share of funds if they submit a pre-expenditure report that meets the requirements. ~~(EZ/EC SSBG: The federal government designated the EZs and ECs in fiscal year 1995 and fiscal year 1996 in accordance with those designations.)~~